

ELECTRONIC EFFORT CERTIFICATION (EEC)

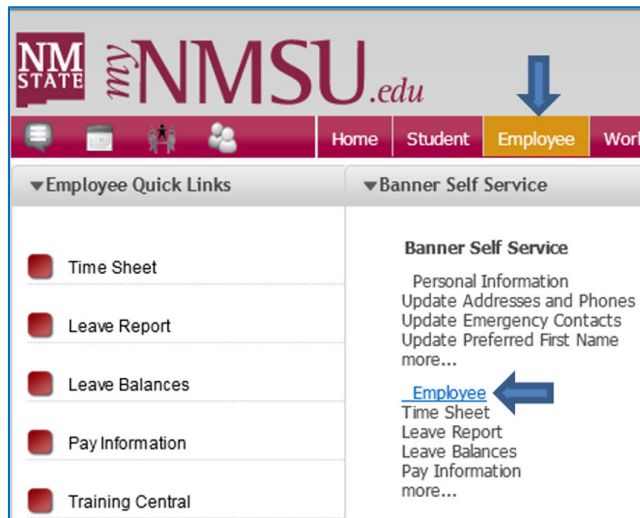
Reviewer step-by-step

October 2020

1) Sign into **my.nmsu.edu** with your Aggie user name and password.



2) Click on the **Employee** tab.

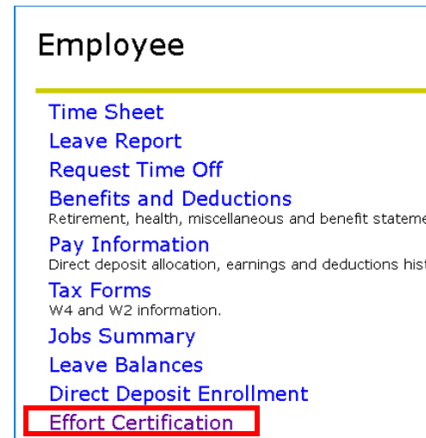


3) Under Banner Self Service, click the **Employee** hyperlink.

Skip to Step 5 with the EEC System quick access link:
[The Electronic Effort Certification System.](#)

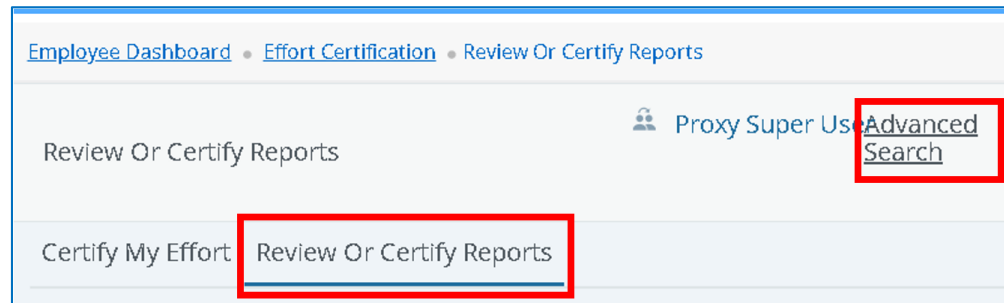
4) Click the **Effort Certification** hyperlink to open the EEC system.

- System will open into the “**Certify My Effort**” tab.



5) Click on the **Review or Certify Reports** tab to bring up Advanced Search options (or click the Advanced Search link).

- If the Review or Certify Reports tab is missing, contact SPA: spa_sysadmin@nmsu.edu



If you have a LONG list of EEC reports to review:

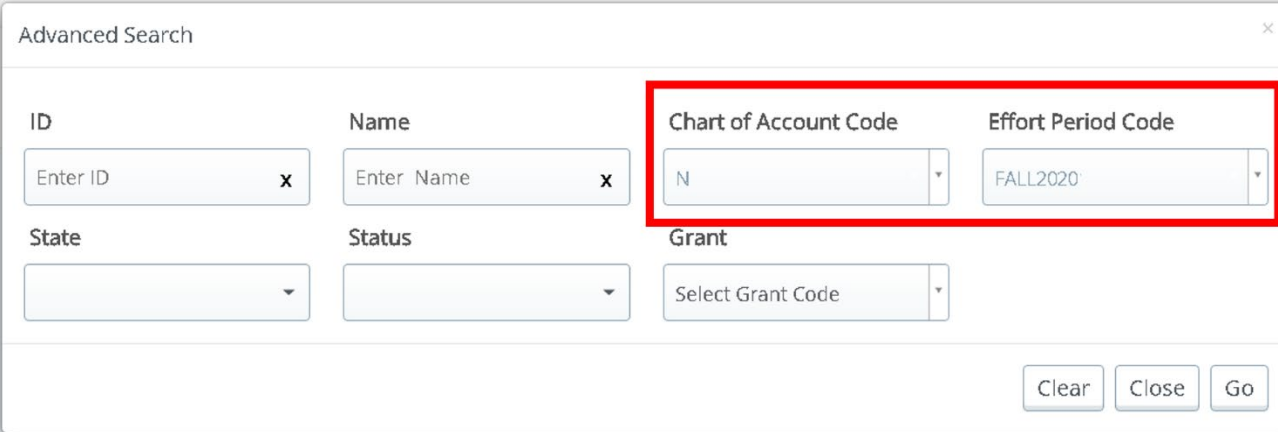
This process will show all pending EEC reviews at once, for SHORT list see next slide)

6) Enter **N** into the field for Chart of Account Code

7) Enter the current EEC Period into the Effort Period Code field:

- Select the current EEC period from the drop down menu; continue to **step 8**.

Example: **FALL2020**



The screenshot shows an "Advanced Search" window with several input fields. A red rectangular box highlights the "Chart of Account Code" and "Effort Period Code" fields. The "Chart of Account Code" field contains the letter "N", and the "Effort Period Code" field contains "FALL2020". Other fields include "ID" (with a placeholder "Enter ID"), "Name" (with a placeholder "Enter Name"), "State" (a dropdown menu), "Status" (a dropdown menu), and "Grant" (with a placeholder "Select Grant Code"). At the bottom right of the window are three buttons: "Clear", "Close", and "Go".

Adding information into additional fields may cause error messages.

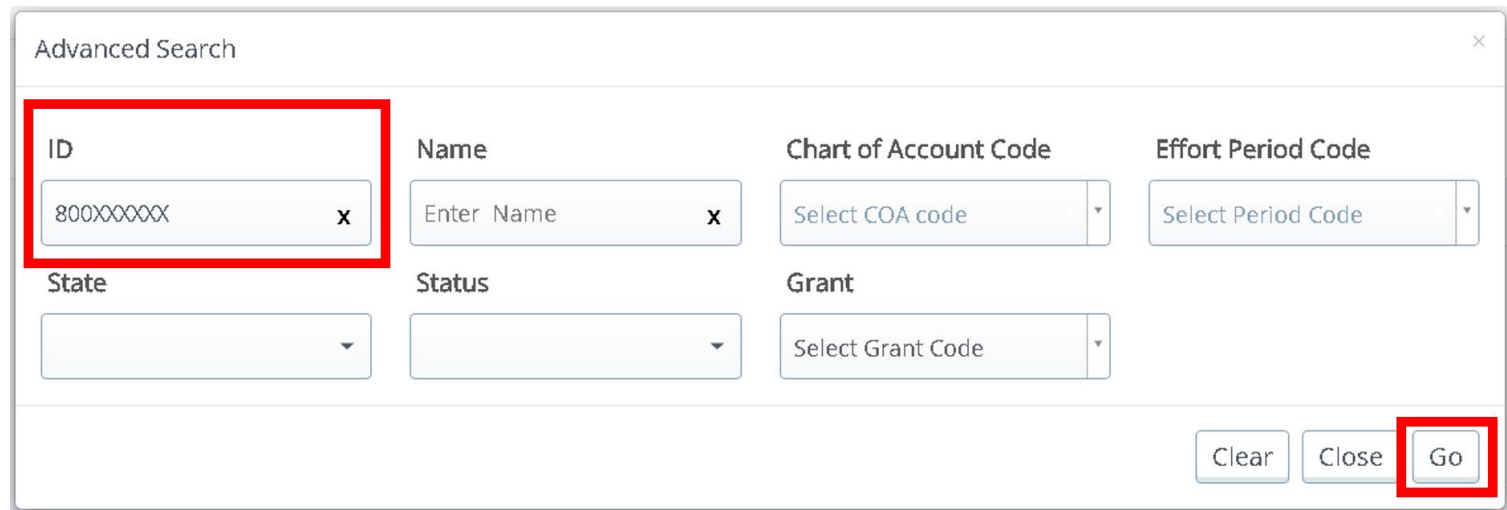
If you have a SHORT list of EEC reports to review:

This process will show one pending EEC review at a time, for LONG list see previous slide)

6) Enter the employee's Aggie ID into the ID field.

-A table of employees to review is included in your email notification.

7) Click the **Go** button.



The image shows a web-based 'Advanced Search' form. The form has a title bar with a close button (X). It contains several input fields arranged in a grid. The 'ID' field, which contains the text '800XXXXXX', is highlighted with a red rectangular border. To its right are fields for 'Name' (containing 'Enter Name'), 'Chart of Account Code' (a dropdown menu with 'Select COA code'), and 'Effort Period Code' (a dropdown menu with 'Select Period Code'). Below these are fields for 'State' (a dropdown menu), 'Status' (a dropdown menu), and 'Grant' (a dropdown menu with 'Select Grant Code'). At the bottom right of the form are three buttons: 'Clear', 'Close', and 'Go'. The 'Go' button is highlighted with a red rectangular border.

Adding information into additional fields may cause error messages.

8) EEC reports will populate as lines of information that match Advanced Search criteria. Highlight and double click an EEC report from the Effort List to open it.

The screenshot shows a web interface for 'Certify My Effort'. At the top right are 'Print' and 'Open' buttons. Below the header is a tab labeled 'Review Or Certify Reports'. A text box with a red border says 'Click a line of info to highlight it then click the **Open** button'. Below this is an 'Effort List' table. The first row of the table is highlighted with a red border. A red arrow points from the text box to the 'Open' button.

COA	Period Code	Period Description	Name	ID	Start Date	End Date	Status	Unlocked/ Locked	Comments
N	SPR2019	JANUARY - JUNE 2019	[REDACTED]	[REDACTED]	09/01/2019	09/30/2019	Under Review	Unlocked	

9) Verify effort percentages on EEC report are correct.

- **Percentage variances of 5% or greater must be corrected. Contact the employee's department immediately if the EEC report is incorrect and do not click the Review button.**
- Changes **cannot** be completed via the EEC system.
- For step-by-step instructions on **How to Verify Effort Percentages** see page 21 of the [EEC User Manual](#).

The screenshot displays the EEC report interface. At the top, there's a header with 'Employee Name and Aggie ID' and a 'Print' button. Below this is a navigation bar with tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The main content area is divided into two sections: 'Sponsored' and 'Non Sponsored'. Each section contains a table with columns for Fund, Organization, Effort Category, Charge Type, and Effort. The 'Sponsored' section shows a row for 'DETERMINE ABILITY OF HORN FLY TO RE' with an effort of 50%. The 'Non Sponsored' section shows a row for 'GRAD ASSISTANT SALARY' with an effort of 50%. To the right of the tables, there's a sidebar with 'Effort Report Overview', 'Report Status' (showing 'Under Review - Unlocked'), 'Important Dates' (listing pre-review and certification periods), and 'Pay Dates' (listing two pay periods). At the bottom right, the total effort is shown as 'Total : 100.00%'.

Fund	Organization	Effort Category	Charge Type	Effort
FUND DETERMINE ABILITY OF HORN FLY TO RE	Org BIO SECURITYAND FOOD SAFETY CENTER	RESEARCH	DIRECT	50

Total Sponsored Activity 50%

Fund	Organization	Effort Category	Charge Type	Effort
FUND GRAD ASSISTANT SALARY	Org ANIMAL AND RANGE SCIENCES		DIRECT	50

Total Non Sponsored Activity 50%

Total : 100.00%

10) Click the **Pay Period Summary** tab and scroll down to view specific pay periods. Verify all pay period details.

The screenshot displays the ellucian system interface. At the top, the user is logged in as 'User name'. The navigation bar shows 'Employee Dashboard', 'Effort Certification', and 'Effort Report'. The 'Pay Period Summary' tab is selected and highlighted with a red box. Below the tab, the report is for 'Semi-Monthly Current 1 2019' covering the period from January 01, 2019, to January 15, 2019. A table lists the details for this period, including Organization, Grant, Fund, Effort Type, Payroll Percent, and Effort Period Percent. The table shows data for 'PUBLIC HEALTH SCIENCES' and 'GRANT PARTNERSHIP FOR THE ADVANCEMENT OF' with a 'RESEARCH' effort type and a payroll percent of 100.0000. The effort period percent is 6.7721. A second section for 'Semi-Monthly Current 2 2019' is also visible, covering the period from January 16, 2019, to January 31, 2019, with identical data. On the right side, there is a sidebar with 'Effort Report Overview', 'Report Status' (showing 'Under Review - Unlocked'), and 'Important Dates' (listing 'Begin Pre-Review', 'Certification Period', and 'Post Review End').

Employee Name and Aggie ID Print x

Effort Report **Pay Period Summary** Comments Routing Queue

Semi-Monthly Current 1 2019 January 01, 2019 - January 15, 2019

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
PUBLIC HEALTH SCIENCES	GRANT PARTNERSHIP FOR THE ADVANCEMENT OF	IA FY19 PACR-FP4 HISPANIC MOTHERS	RESEARCH Research	100.0000	6.7721

Semi-Monthly Current 2 2019 January 16, 2019 - January 31, 2019

Organization	Grant	Fund	Effort Type	Payroll Percent	Effort Period Percent
PUBLIC HEALTH SCIENCES	GRANT PARTNERSHIP FOR THE ADVANCEMENT OF	IA FY19 PACR-FP4 HISPANIC MOTHERS	RESEARCH Research	100.0000	6.7721

Effort Report Overview

Report Status

SPR2019
JANUARY - JUNE 2019
September 01, 2019 - September 30, 2019

Under Review - Unlocked

Important Dates

Begin Pre-Review
September 01, 2019
Certification Period
September 01, 2019 to September 30, 2019
Post Review End

Pay Dates

11) If all information on the EEC report is correct: Click the Review button.

The screenshot shows the 'Employee Dashboard' for 'ellucian'. The breadcrumb trail is 'Employee Dashboard > Effort Certification > Effort Report'. The page title is 'Employee Name and Aggie ID' with a 'Print' button. Below the title are tabs: 'Effort Report', 'Pay Period Summary', 'Comments', and 'Routing Queue'. The 'Effort Report' tab is active. It displays two tables: 'Sponsored' and 'Non Sponsored'. The 'Sponsored' table has columns: Fund, Organization, Effort Category, Charge Type, and Effort. It shows one row: 'DETERMINE ABILITY OF HORN FLY TO RE' (Fund), 'BIO SECURITYAND FOOD SAFETY CENTER' (Organization), 'RESEARCH' (Effort Category), 'DIRECT' (Charge Type), and '50' (Effort). The 'Non Sponsored' table has the same columns and shows one row: 'GRAD ASSISTANT SALARY' (Fund), 'ANIMAL AND RANGE SCIENCES' (Organization), and 'DIRECT' (Charge Type). Below the tables are totals: 'Total Sponsored Activity 50%', 'Total Non Sponsored Activity 50%', and 'Total: 100.00%'. At the bottom are buttons: 'Request Changes', 'Review', 'Add New Training', and 'Save'. A callout bubble with the text 'Click Me' points to the 'Review' button. The 'Review' button and the 'Add New Training' button are circled in red with a diagonal line through them. The 'Request Changes' button is also circled in red. The 'Save' button is not circled. On the right side, there are three sections: 'Effort Report Overview' (showing 'SPR2019 JANUARY - JUNE 2019 September 01, 2019 - September 30, 2019' and 'Under Review - Unlocked'), 'Important Dates' (showing 'Begin Pre-Review September 01, 2019', 'Certification Period September 01, 2019 to September 30, 2019', and 'Post Review End'), and 'Pay Dates' (showing four date ranges for SC - 1, SC - 2, SC - 3, and SC - 4).

Fund	Organization	Effort Category	Charge Type	Effort
DETERMINE ABILITY OF HORN FLY TO RE	BIO SECURITYAND FOOD SAFETY CENTER	RESEARCH	DIRECT	50

Fund	Organization	Effort Category	Charge Type	Effort
GRAD ASSISTANT SALARY	ANIMAL AND RANGE SCIENCES		DIRECT	50

Total Sponsored Activity 50%

Total Non Sponsored Activity 50%

Total: 100.00%

Click Me

Request Changes Review Add New Training Save

Percentage variances of 5% or greater must be corrected.
Contact the employee's department immediately if the EEC report is incorrect and do not click the Review button.

12) A green checkmark and a timestamp will appear by your name in the **Routing Queue** when the EEC report has been successfully Reviewed.

Effort Report Pay Period Summary Comments **Routing Queue**

Last Name, First Name Review, Pre-Reviewer

✓ Reviewed ← Action completed shows a green checkmark and a timestamp →
E-mail | November 07, 2019 at 11:51:00 AM Last Name, First Name

Last Name, First Name , Alternate Certifier

⚠ Pending ← Remember: The employee should certify their own EEC report unless SPA contacts the Alternate Certifier to take certification
E-mail

Last Name, First Name , Certifier

⚠ Pending ← Incomplete action shows a yellow pyramid
E-mail